



NATIONAL SECURITY AGENCY  
CENTRAL SECURITY SERVICE  
FORT GEORGE G. MEADE, MARYLAND 20755-6000

FOIA Case: 74707  
25 September 2013

MuckRock News  
Mr. Rich Jones  
DEPT MR 6620  
PO Box 55819  
Boston, MA 02205-5819

Dear Jones:

This is an initial response to your Freedom of Information Act (FOIA) request submitted via the Internet on 5 September 2013, which was received by this office on 6 September 2013, for "any and all documents mentioning 'Chief S31,' including personnel files, memos, emails, PowerPoint presentations, situation reports, classification guidelines, and any other files since 1999. The existence of Chief S31 is mentioned in the classification guidelines for BULLRUN/2-16, created on 16 June 2010."

Your request has been assigned Case Number 74707. This letter indicates that we have begun to process your request. There is certain information relating to this processing about which the FOIA and applicable Department of Defense (DoD) and NSA/CSS regulations require we inform you.

For purposes of this request and based on the information you provided in your letter, you are considered in the "all other" fee category. Unless you qualify for a fee waiver or reduction, you must pay for duplication in excess of the first 100 pages. We have not addressed your request for a fee waiver or reduction of fees at this time due to the broadness of this request, as discussed below.

Two requirements must be met in order for a FOIA request to be proper: (1) the request must "reasonably" describe the records sought; and (2) it must be made in accordance with published rules stating the time, place, fees (if any), and procedures to be followed. Your request does not satisfy the first requirement because agency employees familiar with the subject matter of this request cannot locate responsive records without an unreasonable amount of effort. The rationale for this rule is that FOIA was not intended to reduce Government agencies to full-time investigators on behalf of requesters.

This letter advises you that the topic of your request is overly broad, unreasonably burdensome, and not specific enough to allow a reasonable search. Furthermore, please note that DoD Regulation 5400.7-R states that the requester must provide a description of the desired record so that the Government is able to locate the record with a reasonable amount of effort. Finally, should you wish to obtain "personnel" records on an individual, you must do so in accordance with the Privacy Act such that any potential records are retrievable by the individual's name or personal identifier. Pursuant to the Privacy Act, NSA/CSS maintains personnel management files on NSA/CSS affiliates. Such files include applicant, personnel, security, medical, and training records. Before we can conduct a search of these files, we must have a notarized, written authorization from the individual whose records you seek.

In accordance with the DoD regulation, processing of your request is being held in abeyance pending a response from you, within 30 days of the date of this letter, narrowing your request so that a reasonable search can be done. If we do not hear from you within that time, we will assume that you are no longer interested in pursuing this request, and we will administratively close your case as an invalid FOIA request with no further processing.

Correspondence related to your request should include the case number assigned to your request, which is included in the second paragraph of this letter. Your letter should be addressed to National Security Agency, FOIA Office (DJ4), 9800 Savage Road STE 6248, Ft. George G. Meade, MD 20755-6248 or may be sent by facsimile to 443-479-3612. If sent by fax, it should be marked for the attention of the FOIA office. The telephone number of the FOIA office is 301-688-6527.

Sincerely,

A handwritten signature in cursive script, appearing to read "Pamela N. Phillips", enclosed within a rectangular box.

PAMELA N. PHILLIPS  
Chief  
FOIA/PA Office